



# CITY OF HOUSTON

## Job Posting

Applications accepted from: ALL PERSONS INTERESTED

Job Classification JAIL MEDICAL SPECIALIST  
Posting Number PN# 110007  
Department Health & Human Services  
Division Disease Prevention and Control  
Section Jail Health  
Reporting Location 1115 S. Braeswood \*  
Workdays & Hours M – F, 8 a.m. – 5 p.m.\*

\*Subject to change

**DESCRIPTION OF DUTIES**

Under the medical supervision of a physician, performs intake medical screening, diagnostic and therapeutic services for City jail detainees as assigned by the Jail Health Section of the Health Department.

**CORE FUNCTIONS**

- Performs physical examinations using appropriate instruments; orders diagnostic tests based on a predetermined protocol approved by a physician.
- Obtains laboratory specimens when indicated or requested by the physician and executes physician's orders. Consults with a physician to determine the priorities of medical care needs and to differentiate between normal and abnormal findings from examinations and diagnostic assessments.
- Collaborates with the physician in the management of chronic and commonly occurring illnesses following the establishment of a diagnosis and treatment plan by a physician.
- Interviews patients and records their medical history; verifies medical treatment history with private physician when necessary.
- May counsel patients on various drug rehabilitation programs and mental health or mental rehabilitation programs.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires successful completion of a standardized program of medical education for a patient care occupation that provides essential knowledge and clinical practice of at least: suturing, pharmacology, and routine laboratory tests. Completes physical assessments, therapeutic planning, emergency procedures, and follow-up actions for pre-existing illnesses.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) months of experience in an emergency setting or minor medical clinic are required.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

**PREFERENCES**

- Four (4) years of experience in a jail health setting in a responsible patient care position.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assignment drug test.

**SALARY INFORMATION**

**GENERAL FUNDED POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 17**

\$992 - \$1,817 Biweekly \$25,792 - \$47,242 Annually

**OPENING DATE**

April 19, 2006

**CLOSING DATE**

May 2, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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